

Enrolment Guidebook



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Key Terms

SID = Student Number

Your Student Number is your key identifier at UTS College. This number is used by all staff, and UTS College systems to distinguish between different students.

Your SID can be found in your Confirmation of Enrolment Letter.

Student Portal

Also known as eStudent, your student portal is where you can update your personal details, enrol into subjects and check your class timetable.

Canvas

Canvas is the UTS College Learning Management System (LMS) where you can access all your course work, both in the classroom and at home. You can view all assessments, class content and subject outlines within Canvas. You will also have access to the UTS College HELPS Canvas course.

Microsoft Office

Microsoft Office (known as MS office or Office) is the main program that holds Word, Excel, PowerPoint and Outlook. These programs will be used by all students to create documents, read emails and create presentations.

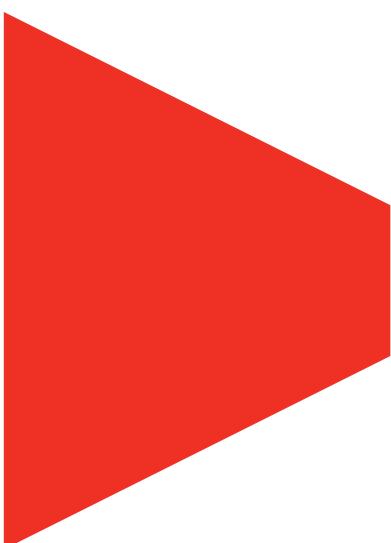
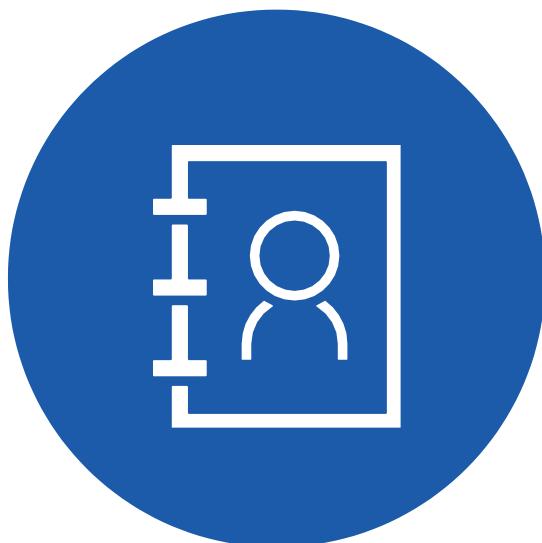
UTS College Map

Please [click here](#) to access maps of UTS College Campus.

Classroom Location Guide

UTS and UTS College use the same code to identify rooms on campus. All location codes consist of Building, Level and Room number.

Reading your timetable for classes in Building 5			
Building	Block	Floor	Room number
CB05	C	01	011
This would read as			CB05C.01.011



Activate your UTS Student Account

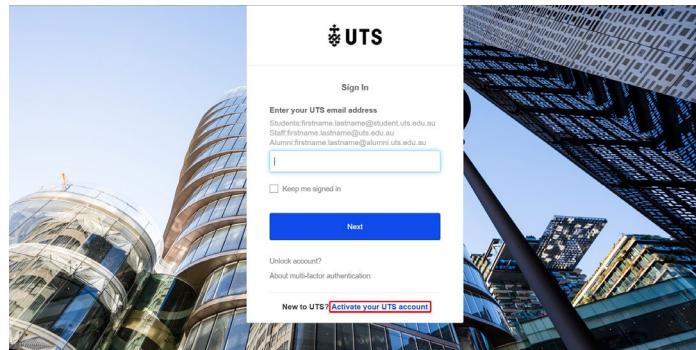
All UTS College students utilise the UTS web systems and accounts. It provides you easy access to various UTS systems that will assist you throughout your studies.

Account activation

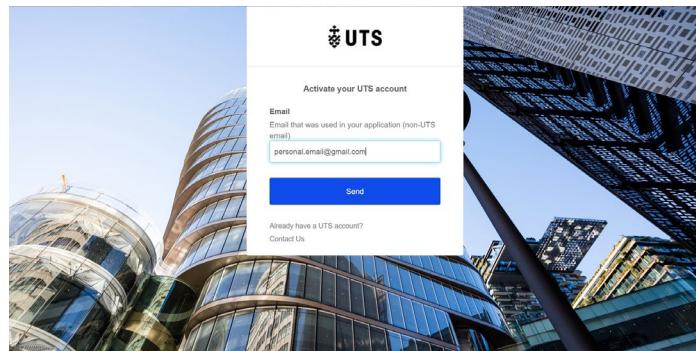
Your UTS student account is created after you have enrolled. You must then activate your account and set up your multi-factor authentication (MFA).

To activate your account, you will need to:

1. Go to the login.uts.edu.au. This will launch a new browser window and take you to the UTS sign-in page.
2. Click on the 'Activate your UTS account' button, as shown below.



3. On the next page, enter the **personal email address** you used during your application, then click the 'Send' button.



4. Check the inbox of your personal email address for the **activation email**.
5. If the personal email address you entered matches the one you provided to UTS, you will receive an activation email. Click the 'Set Password' button in the email to continue.

Note:

- The 'Set Password' link is valid for 7 days. If it expires, you can generate a new activation email by repeating the step above.
- If you do not receive the activation email, please contact UTS College IT Support.

6. On the following page, you will be required to create a new password and click the "Reset Password" button. Once completed, you will be prompted to set up Multi-Factor Authentication (MFA), which will require access to your mobile phone.

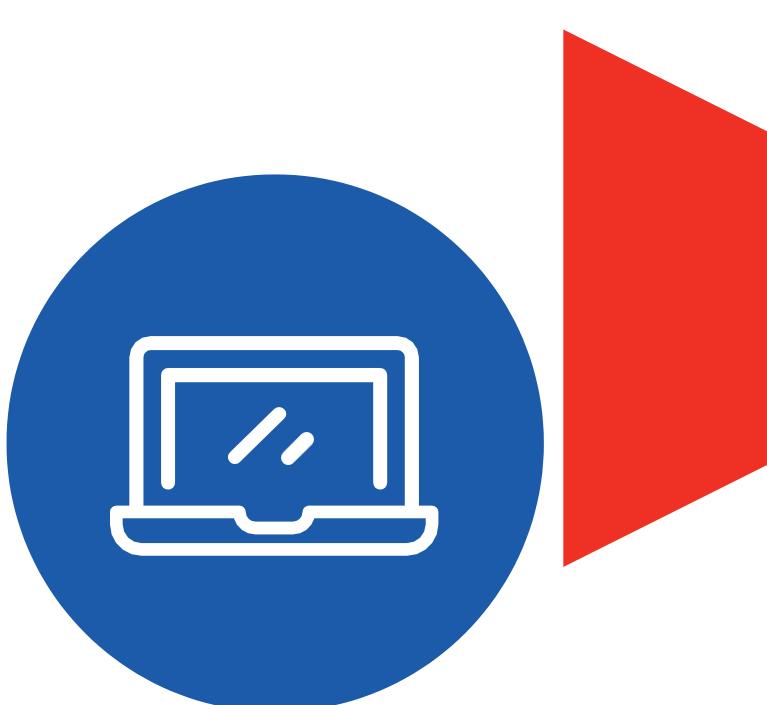
Note:

- Your password must be 8 to 16 characters in length.
- It must include at least one letter, one number, and one symbol.
- Do not use your UTS College ID number.
- Previously used passwords cannot be used.

7. Once your account has been successfully activated, an email confirmation will be sent to your personal email address, confirming your password reset and providing your UTS student email address. This completes the activation of your UTS Student email account.

Note:

You will need your mobile phone to set up Multi-Factor Authentication (MFA) to continue. If you choose not to proceed immediately, you can sign in at <https://login.uts.edu.au> using your UTS student email at any time. Your UTS student account will remain active for as long as your Offer is valid.



Update contact details on your Student Portal

As part of your requirements as a UTS and UTS College Student, you are required to keep your contact details as up to date as possible in the event you need to be contacted.

To update your details, you will need to:

1. Sign into eStudent via <https://estudent.utscollege.edu.au/>
2. Type your StudentID and UTS password
3. On the top navigation bar, select Personal Details, followed by Contact.
4. Confirm your current address, mobile phone number, Emergency Contacts and preferred email are correct and current.
 - To update address, go to My Address section and click edit and enter the details. Once the address updated, click Confirm Address.
 - To update Phone number, go to My Phone Number section and click edit and enter details. Once the phone number is updated, click Save.
 - To update email addresses, go to My Email Addresses section and click edit and enter details. Once the email addresses are updated, click Save.
 - To update Emergency Contacts, go to Emergency Contacts section and click 'Add new' and enter details. Once updated, click Save.

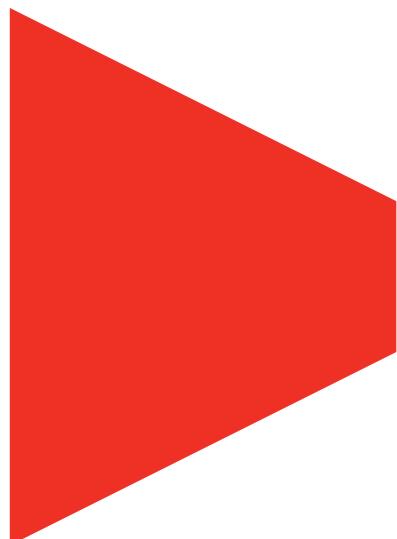
How to enrol on eStudent guide

Login to Canvas

Canvas is UTS College's Learning Management System (LMS). It's where you access your program material and where your teachers will contact you.

You will also have a Welcome Week/Introduction module for your First Semester or Block at UTS College! This should be available to you when you sign in for the first time.

1. Go to <https://canvas.utscollege.edu.au/>
2. Type in your UTS email address (SID@student.uts.edu.au) in the Username field and click on Next.
3. Type in your UTS Email Password
4. You have successfully signed in!



Unique Student Identifier (USI)

A USI is an Australian Government regulation that all higher education students **must** have a USI to graduate and receive their qualification.

This USI is unique to you and will remain the same for all your qualifications you achieve in Australia.

Providing a valid USI to UTS College is a requirement of your course.

To complete this process, you will need to have your Passport with you and follow the instruction below to create your USI and enter it in eStudent.

*If you already have a USI but has forgotten it, you can find it by going to <https://portal.usi.gov.au/student/ForgottenUsi> and then enter it in eStudent.

Creating and activating your USI

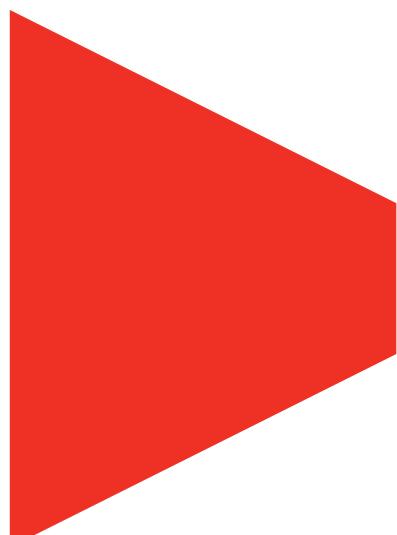
1. Create an account on the USI website via <https://www.usi.gov.au/students/get-a-usi>
2. Read and agree the USI Terms and Conditions
3. Select "Create USI"
4. Select "No" to "Are you applying for a USI on behalf of another person?"
5. Enter your Personal Details, as they are shown in eStudent

Evidence of Identity

1. Select 'Non-Australian Passport (with Australian Visa)' from dropdown menu
2. Enter your Name exactly as shown in eStudent
3. Enter Birth Details, including Town/City of Birth exactly as shown on Passport
4. Enter your Contact Details

Confirming your Details

1. Select 'Confirm Identity' once all your details have been entered
2. The system will verify your data, and ask you to fix details if this is incorrect
3. Set up your password, and check questions
4. Go back to eStudent and add your USI into the '**Unique Student Identifier**' field at the bottom page of '**Personal Details**'



Take the Picture for your Student ID Card

CaptureME is used by all new students to submit a photo for their first UTS College Student Card. You can upload your photo using a computer, tablet or smart phone.

When choosing or capturing a photo, keep the following in mind:

- the photo captures the front of your face
- your head is in a straight position
- remove any hats, headwear, glasses or scarfs (If you usually cover your head for religious reasons, or you wear glasses, your photo can include these items.) Head coverings should be worn in such a way as to show the face from the bottom of the chin to the top of the forehead.
- eyes should be clearly visible
e.g. not covered by hair.
- eyes looking straight into the camera
- face should cover at least 25% of the photo
- leave space around face area
- photo file size should be at least 320 pixels high x 240 pixels wide.

Cropping the photo

1. Once the photo is selected from either uploading a photo or capturing from a webcam, the next step is to crop your photo. CaptureME can automatically crop your photo to size. Click 'Submit this photo' to accept the auto cropped photo or click Adjust crop area to manually crop the photo.
2. Click use this photo once done.

Entering your details

1. After cropping your photo, the next step is to verify your details. The fields below will be populated by your recent details. Review the records and update as necessary.
2. Click 'confirm details' once done.

Photo submission

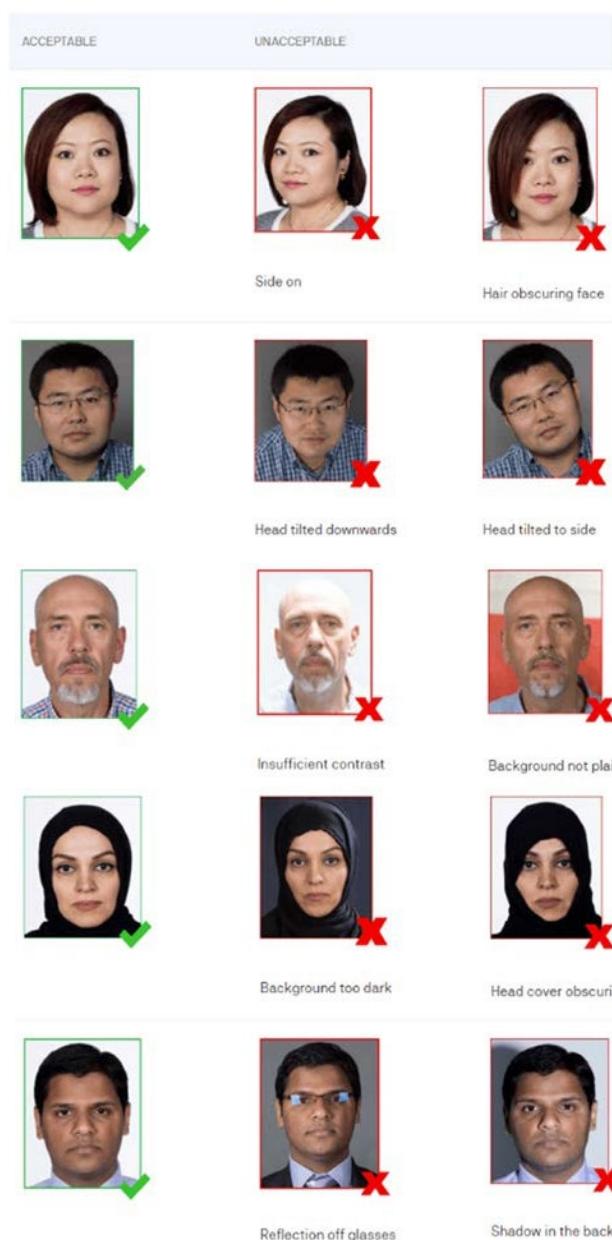
1. Click submit button to submit photo. Depending on your browser a success message may appear, and the browser will close.
2. Your photo is now submitted and awaiting approval from UTS College. You will receive an email confirmation confirming that the photo has been submitted.

Card Pickup

You'll receive an email advising if your photo has been 'approved' or 'rejected'.

Once approved, your card will begin creation and be available for pickup at the Student Centre once they notify you.

Keep an eye on your emails for confirmation from the Student Centre that your Student ID is ready to pickup!



utscollege.edu.au

CONTACT DETAILS

Postal Address

University of Technology Sydney
UTS College CB10.13
PO Box 123
Broadway NSW 2007 Australia

Street Address

UTS College Student Centre
Level 1, Block C, 1-59 Quay Street, Sydney NSW 2000

T +61 2 9218 8666 E studentcentre@utscollege.edu.au

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University of Technology Sydney CRICOS Provider Code: 00099F / TEQSA Provider Identification No: PRV12060, Provider Category: Australian University

UTS College Limited is a controlled entity of the University of Technology Sydney (UTS), and as an institute of higher education, UTS College Limited provides pathway courses to UTS.

UTS Foundation Studies CRICOS course code:

2 Semesters (Standard) CRICOS course code: 082432G | UTS course code: C30019

3 Semesters (Extended) CRICOS course code: 082433G | UTS course code: C30020